



State of California – Business, Consumer Services and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

EXEMPT ANNOUNCEMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians

Position Title: Deputy Director for Legislation

Salary: \$8,529 – \$9,501

Final Filing Date: 9/27/2017

DUTIES AND RESPONSIBILITIES

Under general direction of the Director/Chief Deputy Director of the Department of Housing and Community Development (HCD), the Deputy Director for Legislation's primary responsibility is to manage the Legislation Program by providing high-level technical and policy expertise on legislation affecting HCD policy and acts as liaison to the State, city and local government entities. These primary responsibilities encompass the following specific duties:

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the operation of HCD's Legislation Division. This consists of managing the operations of the Division; serving as the first-line supervisor of two Staff Services Manager Is and second-line supervisor of the analytical staff and Executive Assistant. Provides direction to all staff in completing bill analyses and related assignments, reviewing and approving work.

Develops legislative proposals on State housing issues, coordinates responses from the Business, Consumer Services and Housing Agency and departmental staff on legislative bills, and represents HCD and negotiates legislative language on its behalf. Makes recommendations to the Director, Business, Consumer Services and Housing Agency and Governor's Office on how the Administration should address and respond to legislation and policy activities in the area of housing and community development. Monitors and helps coordinate responses to budget issues impacting the Department.

Acts as liaison to the Legislature, State, city and local government entities and other special interest groups. Represents the Director via development of written materials reflecting departmental positions, policies, and goals to organizations on behalf of housing policy issues.

Provides support to the Director in the development and resolution of major policy issues. As a member of the Executive Staff, participates in the development and implementation of HCD's strategic initiatives. Assists in the management and coordination of special projects and other complex departmental matters.

Responds or coordinates responses to constituent inquiries from Legislative Offices on a variety of HCD-related topics.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform executive level policy functions effectively. Such overall abilities include the following:

- Knowledge of affordable housing, policy and finance issues and community development programs at State, federal and local level.
- Knowledge of the organization and functions of California State Government, including strong working knowledge of the organization and practices of the Legislature and Executive Branch.
- Knowledge and understanding of Legislators, including district needs.
- Ability to analyze and articulate complex housing policies.
- Ability to build coalitions/networking relationships at local/State/federal levels.
- Ability to expedite review, evaluate and reconcile diverse policies.
- Ability to adhere to short and critical deadlines.
- Techniques of organizing, motivating and negotiating with groups with competing interests.
- Successful methods of administrative problem-solving.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Ability to exercise leadership, vision and innovation to collaborate and consult with all agencies (national, State, local, etc.) impacting housing.
- Understanding HCD solutions, strategies and programs at the national, State and local levels.
- Extensive experience in effective communication, verbally and in writing, with advocacy and other interest groups and professional organizations, and leading committees, task forces and advisory bodies, including technical assistance and consultation to a broad range of constituencies.
- Strong leadership skills and demonstrated ability to function effectively as a member of a top management team.

HOW TO APPLY

Complete Application Packages (applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov and the Governor's Appointment Online Application located at https://www.gov.ca.gov/s_appointmentsapplication.php. Select "Housing & Community Dev. Deputy Director for Legislation" from the drop-down list for item #3 on the online application to be considered for the position listed.

Required Application Documents

Please submit the following items (applicants who do not submit the required items may not be considered for this job):

1. State Examination/Employment Application (Std. 678). All relevant education and experience that demonstrates how you meet the Knowledge and Abilities described in this announcement should be included.
2. Statement of Qualifications (SOQ). SOQ must be submitted along with the Std. 678. A SOQ is a discussion of how an applicant's education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length with one inch margins, and no smaller than 12-point Arial font.
3. Resume is required and must be included.

GENERAL QUALIFICATIONS

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired: From TDD Phone: 1-800-735-2929. From Voice Phone: 1-800-735-2922